

DAILY PLANET

ALL THE NEWS THAT FITS

Wednesday, Dec. 8

1999

Course teaches how to 'Write in Plain English' Jan. 18-19

The "Write in Plain English" course is being offered from 8:30 a.m.-4:30 p.m. Jan. 18-19 in Bldg. 4200, room G-21. The course focuses on enhancing your ability to produce effective documents. Civil service employees should register via AdminSTAR. For more information, call Vanessa Suggs at 544-7527 or Stephanie Elliott at 544-7553.

**NASA Exchange
Book Fair 8 a.m.-
4 p.m., Wed.-
Thurs., Bldg. 4203,
room 1201**

**Safety shoe van
here 8 a.m.-2 p.m.
Wed., southwest
end of Bldg. 4471**

Food and toys sought for annual holiday drive

Marshall's annual food/toy drive is being conducted leading up to the holiday reception Dec. 15. Collection times are 11 a.m.-1 p.m. Tuesdays and Thursdays at the Bldg. 4203 and 4610 cafeterias, and in front of Charlie's Grill in Bldg. 4200. Collected food will be donated to the Northern Alabama Food Bank, and collected toys will be donated to Christmas Charities Year Round.

**Federal Employees
Health Benefit
open season
ends Monday**